



13 August 2020

Thank you for your interest in the advertised position at Oaklands School, commencing 12<sup>th</sup> October 2020.

At Oaklands it is important that you add value to the staff and children throughout the school, so clearly state your curriculum strengths, interests and teaching experience.

- 2 x Fixed term Scale A teaching positions
- 1 x Roll Growth Year 0
- 1 x Parental Leave Year 2

Please find enclosed:

- Person Specification
- Application form

Further information about Oaklands School is available at <http://www.oaklands.school.nz>  
Applications Close Friday 28<sup>th</sup> August at 4pm

In your application, please forward a letter explaining your suitability for the position. Be sure to make reference to the person specification.

Please send your completed application form, your CV and covering letter to [office@oaklands.school.nz](mailto:office@oaklands.school.nz)

Our interview process uses the Practising Teachers Criteria as indicators. The person specification focuses on 'professional relationships and values'. Individuals who gain an interview will be asked questions relating to professional knowledge and practice. . Do not hesitate to contact me if you require clarification of any information.

MARGARET TROTTER  
Principal

## **Person Specification – all teaching positions**

Tasks or duties associated with these positions may change depending on the successful applicant's skills or through negotiation with the Appointments Committee.

### **PERSONAL ATTRIBUTES**

- Be open, warm, and flexible in dealing with colleagues, students, parents and community.
- Positive and honest communicator.
- Committed to a high level of professional learning.
- Have integrity and be open-minded to change.
- Set high expectations for oneself.
- Collegial and supportive team player, eager to work in a collaborative environment.
- Have a sense of humour.
- Values that align with our vision.
- Be able to develop professional relationships with students to support student engagement.

### **TEACHING AND LEARNING**

- Be able to work in a collaborative environment.
- A thorough knowledge & understanding of the NZ Curriculum.
- Demonstrate strengths in the teaching of literacy and numeracy.
- An understanding & willingness to commit to inquiry-based learning.
- Be able to provide quality teaching and learning programmes with evidence of current teaching pedagogy, within an Innovative Learning Environment.
- Skilled in using ICT to enhance learning, class, student and personal blogs.
- A passion to make a difference for students learning.
- To be able to reflect and share one's own professional learning.
- Understand, analyse data and be willing to reflect on it with a view to improve teaching and learning.
- Commitment to Oaklands Principles.
- Set high expectations for students and oneself..

### **DUTIES AND RESPONSIBILITIES**

- Report regularly to parents via telephone, emails, meetings, blogs and newsletter.
- Be an effective member of a professional learning community.
- Implement the school curriculum plan for teaching and learning.
- Establish effective relationships with students, parents, staff and the wider community
- Take responsibility for a team, group or a club, e.g. coaching a sports team, chess club, garden club, dance club.
- Participate in the corporate and cooperative life of the school.

### **APPROPRIATE QUALIFICATIONS**

- Be a registered or provisionally registered teach

# TEACHING POSITION APPLICATION FORM

*Please email to:* Application  
 Oaklands School  
 37 Cunningham Place  
 Christchurch  
[office@oaklands.school.nz](mailto:office@oaklands.school.nz)

**Position applied for:**

## PERSONAL DETAILS

Surname			
Given names			
Preferred name			
Address			
Date of birth			
Contact details	HOME		WORK
	MOBILE		EMAIL

Certificated Teacher Status	<input checked="" type="checkbox"/>	Registration No.	Expiry date
Certificated teacher	<input type="checkbox"/>		
Provisionally certificated	<input type="checkbox"/>		
Not certificated	<input type="checkbox"/>		

Present Teaching Position	
School	
Date appointed	
Type of appointment	

**Can we contact your principal about this position?** YES NO

Educational Qualifications	Type of qualification	Date received	Received from



# CONFIRMATION

<b>1</b>	<p>I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.</p> <p>I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be dismissed.</p>	<b>YES</b>	<b>NO</b>
<b>2</b>	I am currently registered to teach in New Zealand.	<b>YES</b>	<b>NO</b>
<b>3</b>	<p>In accordance with the Privacy Act, I authorise the board of trustees to:</p> <ul style="list-style-type: none"> <li>• Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board</li> <li>• Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.</li> <li>• Contact the Education Council.</li> </ul>	<b>YES</b>	<b>NO</b>
<b>4</b>	<p><b>STUDENT SAFETY</b>  <i>[Cross out the statement that doesn't apply to you]</i></p> <ul style="list-style-type: none"> <li>• I have never been the subject of a complaint about the safety of a student.</li> <li>• I have been the subject of a complaint about the safety of a student.  <i>Please give dates and details:</i></li> </ul>		
<b>5</b>	<p><b>OFFENCES AGAINST THE LAW</b>  <i>[Cross out the statements that don't apply to you]</i></p> <ul style="list-style-type: none"> <li>• I have never been convicted of an offence against the law (excluding minor traffic convictions).</li> <li>• I have no pending charges of an offence against the law.</li> <li>• I have been convicted of an offence against the law.  <i>Please give dates and details:</i></li> <li>• I have pending charges of an offence against the law.  <i>Please give dates and details:</i></li> </ul>		
<b>6</b>	I know of no reason why I would not be suitable to work with children or young people.	<b>TRUE</b>	<b>FALSE</b>

.....  
*Applicant's signature*

.....  
*Date*

# REFEREES

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

## REFEREE'S DETAILS

Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

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